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			1. REQUISITION NUMBER		PAGE 1 OF	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER SUV70012D0003
				6. SOLICITATION ISSUE DATE Feb. 23, 2012		
7. FOR SOLICITATION INFORMATION CALL			a. NAME OUGProcurementList@state.gov		b. TELEPHONE NUMBER(No collect calls)	
					8. OFFER DUE DATE/ 3/12/2012 LOCAL TIME 16:30	
9. ISSUED BY U.S. Embassy Ouagadougou, Secteur No15 Ouaga 2000, Avenue Sembene Ousmane, Rue 15.873 Arrondissement de Bogodogo			10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> 8(A) NAICS: SIZE STD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT		13a. THIS CONTRACT IS A RATED ORDER <input type="checkbox"/>	
					13b. RATING	
			14. METHOD OF SOLICITATION X RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
15. DELIVER TO: Code			16. Administered by:			
17.a. CONTRACTOR/OFFEROR CODE CILITY CODE			18a. PAYMENT WILL BE MADE BY			
TELEPHONE NO:						
<input type="checkbox"/> 17b CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	Packing, unpacking , storage and delivery of inbound and outbound shipments		12	Months		
(Use Reverse and/or Attach Additional Sheets as Necessary)						
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.						
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or Print) Kwang KIM	
					31c. DATE SIGNED	

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

A.1 INCORPORATION OF TENDER SERVICE PROVIDER'S TECHNICAL PROPOSAL

(a) The Tender Service Provider shall perform this Tender in accordance with its up to date technical proposal dated xxxxxxxxxx. These tender rates will be valid for a period of three (03) months minimum starting from the date of transmittal of the rates to the US Embassy Ouagadougou. At the end of the three (03) months period, if new rates have not been transmitted within five working days, the former rates will be considered as renewed for a new three (03) months period.

A.2. Performance of Services

1. General

All services ordered under this Tender shall be performed in accordance with the provisions and requirements set forth herein. It is the responsibility of the Tender Service Provider to dispatch the appropriate number of personnel and/or equipment to complete jobs as scheduled. Labor employed to perform services under this Tender shall be experienced and competent in the performance of such services. The crew will have a minimum of one employee that is fluent in the English language who will remain at the job site from commencement to conclusion. Those employees who perform services at the owner's residence shall be neat and in proper uniform identifying them as employees of the Tender Service Provider. The company logo must be easily visible on the uniform. Tender Service Provider equipment should readily identify the firm performing the Tender services.

Tender Service Provider employees must have in their possession a personal ID which has a current photo, name, and their signature. Acceptable forms include a valid driver's license.

Employees must be able to assemble furniture and service appliances. Requests for approval of additional special services not covered by this Tender should initially be made orally, followed by a written request to the Shipment Supervisor (COR) and Procurement Supervisor or their representatives. Acceptable forms include emailing to ougshippinglist@state.gov and ougprocurementlist@state.gov.

A.3. Export Packing of Household Effects and Unaccompanied Air Baggage

Except as otherwise provided in this Tender, the Tender Service Provider shall perform the required services relating to export-packing of household and personal effects on the date and at the time mutually agreed upon between the Tender Service Provider and US Embassy's shipping Section. The owner of the effects shall be any person the authorizing Agency specifies as the owner in the document authorizing service. All services to be performed at the

owner's residence shall be performed on normal workdays (Monday through Friday) between the hours of 08:00 a.m. and 17:00, Monday through Thursday, and between 8:00 a.m. and 12:30 p.m. on Friday.

If the pack-out service cannot be completed by 17:00 or 12:30 p.m. of the scheduled delivery day, the Tender Service Provider must notify the US Embassy Shipping section (COR) that:

1. The owner has agreed to proceed after 17:00 or 12:30 p.m., or,
2. The owner or his authorized agent and the Tender Service Provider have mutually agreed on a date and time to finish the packing service with the final workday not to be beyond the second workday coming after the originally scheduled day.

The Tender Service Provider(s) shall provide a three hour window during which the owner of the goods can expect his effects to be picked up. If for any reason this schedule cannot be met, the Tender Service Provider(s) shall notify the owner and the US Embassy's Shipping section of the change and the reasons.

Effects to be Packed/Stowed In Containers/Lift Vans at Residence

Containers/Lift Vans to be used for a surface shipment of household effects must be new soundly constructed of $\frac{3}{4}$ inch plywood, lined with a waterproof barrier, and reinforced with an inside framework with a base for easy access for forklift or any other lifting equipments. Wooden containers must be heat treated or fumigated in compliance with ISPM 15 standard, and/or the requirements of the destination country. Full consideration should be given to eliminating damage to the effects from exposure to inclement weather, salt water, salt atmosphere, possible violent external forces incident to ocean and/or inland transportation, and rough handling, to insure safe and undamaged arrival of the effects at the destination. Caulking compound must be used when wooden container panels are assembled to insure watertight joints. The Department of State will not accept containers constructed of Oriented Strand Board (OSB).

The maximum dimensions of lift van intended to contain HHE are:

- 1) Length: 8 feet or 243.84 centimeters;
- 2) Width: 6 feet or 182.88 centimeters;
- 3) Height: 6 feet 10 inches or 207.88 centimeters.

Any special requests for unusual size lift vans shall be specifically stated in the written authorization.

Lining and Banding of All Shipping Containers

1. The interior of all containers or lift vans shall be lined with polyethylene with minimum thickness of .004 inch. Lining must be applied in such a manner that it is free from holes or tears and laps occur only where the ceiling liner meets the side and end liners. The floor of the container must be lined with similar waterproof material. Any other type of waterproof material barrier must have prior approval of the Department of State before use.

2. Steel tension banding shall be applied tightly and securely to all wooden and plywood containers after loading and sealing. On containers 1.36 cubic meters (48 cubic feet) or less, steel tension banding of a minimum size of 1.905 centimeters (3/4 inch) in width by .0889 centimeters thick (.035 inch) may be used. On containers over forty-eight (48) cubic feet steel tension strapping of a minimum size of 3.149 centimeters (1 1/4 inch) in width by 0.0889 centimeters thick (.035 inch) shall be used.

3. Containers 1.36 cubic meters (48 cubic feet) or less, shall be banded by a minimum of two steel bands perpendicular to the base positioned about one-fourth (1/4) the distance from each end of the container. Containers over 1.36 cubic meters (48 cubic feet) shall have two bands of steel tension strapping secured perpendicular to the base, positioned so they pass through the openings in the base left for the entry of handling equipment. Two additional tension bands shall be applied girth-wise, parallel to the base, around the four sides of the container, one band positioned approximately one-fourth (1/4) the distance from the top. Wood cleats, tie blocks, or braces are to be used under tension banding when necessary to insure stability or to bridge unsupported spans.

Preparation of Unaccompanied Air Baggage (UAB) for Shipment

1. All articles shall be packed into a shipping container of suitable capacity so all useable space is occupied, which will insure a shipment of the least tare weight and smallest cubic measurement compatible with safe transportation to destination without damage to container or contents.

2. All cartons, boxes, wrapping and cushioning materials, and shipping containers used by the contractor in the performance of services under this contract shall be new, clean, dry, and free from any substance injurious to the article to be packed and contain no wooden skids.

3. All shipping containers provided by the contractor(s) for the protection of baggage shall be tri-wall fiberboard boxes 5, 10 or 15 cubic foot (inside measurement) with a minimum 900-pound test burst strength. The box is made of FOUR LINERS / THREE FLUTES as: liner 1 / flute / liner 2 / flute / liner 3 / flute / liner 4. The thickness of the box is 1/2 inch.

4. If there are articles that are too large to fit into the standard containers, the contractor must first notify the US Embassy Shipping section to determine if those items are allowable.

5. The maximum weight of any packed container shall not exceed 0.424 cubic meters; 1.524 meters or 90.72 Kilograms gross weight (200 pounds) per carton without prior approval of the authorizing Government Agency.

6. All packed baggage must be completely wrapped in a reinforced asphalt-kraft or similar US Embassy approved waterproof material prior to banding.

7. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 inch) must be used for banding trunks, footlockers and wooden cases. Only glass filament tape shall be used for banding suitcases or other soft containers.

8. All banding of baggage shall be a minimum of three (3) straps to each piece, one (1) lengthwise and two (2) around the girth.

After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the US Embassy Shipping section.

The gross weight in metric with the English equivalents in parenthesis of each and the serialized number (i.e. 1 of 1; 1 of 4; 2 of 4; 3 of 4; etc.) must also be stenciled on the outside of each piece of baggage.

A.4. Pick up of Household Effects (HHE) and Freight All Kinds (FAK)

The pickup of incoming Household Effects (HHE) and Freight All Kinds (FAK) shipments from airports, Truck station, Train station, carrier freight stations, transportation depots, freight receiving points or other locations shall be made on a daily basis.

The Tender Service Provider shall be provided with a list specifying which HHE and FAK shipments are scheduled to be picked up that day.

If for any reason the Tender Service Provider is unable to pickup shipments scheduled for that day, they must notify the US Embassy shipping section immediately. Shipments missed shall be picked up the following morning prior to 12:00 noon.

HHE and FAK shall be picked up in a truck or van ensuring proper protection against weather conditions and transported to the Tender Service Provider's warehouse facilities or to any other destination required by the COR.

Care shall be taken to insure that the HHE and FAK are not crushed by improper loading, strapping, or storage.

An inbound receiving report of HHE and FAK shipments received shall be prepared by the Tender Service Provider upon receipt of the goods and forwarded to the US Embassy shipping Section as required. Sending both a hard copy and an email is required.

A.5. Pick up of Unaccompanied Baggage

The pickup of incoming unaccompanied air baggage (UAB) shipments from airports, carrier freight stations, transportation depots, freight receiving points or other locations shall be made on a daily basis. The Tender Service Provider shall be provided with a list specifying which UAB shipments are scheduled to be picked up that day. If for any reason the Tender Service Provider is unable to pickup shipments scheduled for that day, they must notify the US Embassy shipping section immediately. Shipments missed shall be picked up the following morning prior to 12:00 noon. UAB shall be picked up in a truck or van ensuring proper protection against weather conditions and transported to the Tender Service Provider's warehouse facilities or to any other destination required by the COR.

Care shall be taken to insure that the baggage is not crushed by improper loading, strapping, or storage. An inbound receiving report of UAB shipments received shall be prepared by the Tender Service Provider upon receipt of the goods and forwarded to the US Embassy Shipping section as required. Sending both a hard copy and an email is required.

A.6. Delivery of Inbound Household Effects and Unaccompanied Air Baggage

Except as otherwise provided in this Tender, the Tender Service Provider shall perform the required services relating to the delivery and unpacking of household and personal effects on the date and at the time mutually agreed upon between the Tender Service Provider and the owner or the US Embassy shipping section. The owner of the effects shall be any person the authorizing Agency specifies as the owner in the document authorizing service. All services to be performed at the owner's residence shall be performed on normal workdays (Monday through Friday) between the hours of 8:00 a.m. and 17:00, Monday through Thursday, and between 8:00 a.m. and 12:30 p.m. Friday. If the delivery service cannot be completed by 17:00 p.m. or 12:30 p.m. Friday of the scheduled delivery day, the Tender Service Provider must notify the US Embassy shipping Section that:

- 1) The owner has agreed to proceed after 17:00. or 12:30 p.m. , or,
- 2) The owner or his authorized agent and the Tender Service Provider have mutually agreed on a date and time to finish the delivery service with the final workday delivery date not to be more than 48 hours from the originally scheduled day.

The Tender Service Provider shall provide a three hour window during which the owner of the goods can expect his household effects and/or unaccompanied air baggage to be delivered. If for any reason this schedule cannot be met, the Tender Service Provider shall notify the owner and the US Embassy Shipping section of the change and the reasons therefore. The re-scheduled delivery shall be at the mutual convenience of the parties and shall create no liability on the part of the Government for overtime premium pay charges.

A.7. Adverse Weather Conditions

When services are scheduled and adverse weather conditions could create a potential hazard, such pick-up or delivery of containers or lift-vans may be suspended or postponed until more favorable weather conditions exist. The Tender Service Provider and the owner must mutually agree on a new pick-up date and time and the Tender Service Provider must so inform the US Embassy shipping Section. If the weather conditions enable it, re-scheduling of pick-up must be on the workday coming immediately after the workday previously suspended because of the adverse weather conditions and must not result in any liability on the part of the Government for overtime or premium pay charges.

A.8. Protection of Household Effects and Unaccompanied Air Baggage

All articles of household goods and personal effects must be wrapped, crated, packaged, packed, or padded properly before the article(s) is/are moved within, or moved from, the residence or premises. All movements of household and personal effects shall be by a method which shall insure the protection of the effects.

The interior of all vehicles and containers used shall be clean and dry and be provided with a sufficient quantity of clean pads, covers, and other protective equipment to insure safe transit and delivery of the effects.

A.9. Delivery Requirements and Responsibilities

It is the responsibility of the Tender Service Provider at the time arrangements for the delivery of the goods are made to solicit from the owner or his representative all pertinent information regarding the delivery, e.g., whether a piano or any unusually heavy object is in the shipment; whether or not there are any large rugs in the shipment which should be carried into the residence prior to bringing in the furniture; whether the shipment is to be delivered to a high-rise; the distance the goods shall have to be carried/pushed; whether the driveway is steep and/or long, necessitating a shuttle; and number/type of items requiring special handling. The Tender Service Provider should at this time explain to the owner of the goods the owner's responsibilities in preparing for the delivery, such as making the necessary arrangements for parking, and reserving the elevator in the event the goods shall be delivered to a high rise, advising the owner that he should decide to do some unpacking on his own, waiver of un-packing must be received in writing by the Tender Service Provider. The Tender Service Provider must tell the owner that in the event that the owner or his representative shall not be able to receive the goods at the time and place agreed upon, the owner or his representative should notify the Tender Service Provider of this problem no later than the close of business on the day prior to the scheduled delivery. Failure to do so could result in the owner of the goods paying for second or subsequent attempts to deliver.

When documentation is missing or incomplete, it is the employee's responsibility to ensure that Transportation Operations is notified. The owner of the goods or his representative shall be furnished a copy of the Tender Service Provider's inbound receiving report upon completion of the delivery.

A.10. Damage to Owner's Effects and/or Residence

The Tender Service Provider shall, immediately upon becoming aware of any damage done to an employee's goods or to their residence, notify the COR or their designated representative by telephone; this is to be followed by a written report of the same information within twenty-four (24) hours of the incident. In case of theft, a written police report must follow within (15) fifteen days of the incident.

1. The floor and carpeting of the employee's residence shall be appropriately covered with clean cloth floor mats during packing, loading, and/or delivery to prevent damage or soiling. "Appropriately covered" is defined as **substantial protection** from scratching, gouging, and/or soiling the floor or carpet.

2. Banisters and main entry doors of the employee's residence shall be appropriately covered with clean protective padding. "Appropriately covered" is defined as **substantial protection** from scratching, gouging, and/or soiling the banisters or entry doors.

A.11. Mismatching of Effects

Further, it shall be the responsibility of the Tender Service Provider to insure that all shipments have been stenciled or marked correctly. When a

shipment is forwarded to an incorrect address due to incorrect stenciling or marking by the Tender Service Provider or his personnel, the shipment shall be forwarded with the least possible delay to its rightful owner by a mode of transportation selected by the Shipping section. The Tender Service Provider shall be liable for all costs incurred, including charges for preparation, drayage, and transportation.

A.12. Delays in Packing

The packing of household and personal effects shall not be delayed pending receipt of articles from vendors, unless specific written approval for such delay has been given by the authorizing Government Agency. Articles received after the packing has been completed shall be packed as a separate shipment within seven (7) working days after their receipt, unless a delay beyond that period has been specifically approved in writing by the authorizing Government Agency. Articles located after the shipment has been made available should be packed immediately as a separate shipment and a new packing authorization requested.

A.13. Repack cost

It shall be the responsibility of the Tender Service Provider, at his own expense, to pay any costs associated with the repacking due to the Tender Service Provider's failure to use or construct container/crates/liftvans as specified in the Tender.

B.1. Reporting

1. Pre-move survey

A copy of the pre-move survey must be submitted to the US Embassy Shipping section by three working days.

2. Weights and pieces ticket

All Transportation Service Providers offering rates will be required to provide to the US Embassy Shipping section weights and pieces within three calendar days for Unaccompanied Air Baggage (UAB) shipments and seven calendar days for surface shipments from the day after the shipment is picked up.

3. Bill of Lading/Air way Bill

A copy of the Bill of Lading or the Air way Bill must be provided by the Transportation Service Provider no later than the day before the scheduled starting from port or airport day.

4. Report of departure

The depart of the goods to the local airport, train or bus station or any neighboring port must be reported in writing to the US Embassy

Shipping section no later than the day of departure. The estimated date of arrival to the neighboring port and the estimated date of departure from the neighboring port must be indicated.

5. Weekly activity schedule

The Tender Service Provider shall furnish a "Packing, Pickup, & Delivery Schedule" weekly report which must include export packing of effects from residence, and/or storage and/or vendor, or furnish a "Weekly Activity Report of Work Scheduled for reconditioning or repacking of containers (i.e., wooden lift vans) of incoming shipments, delivery of incoming UAB and HHE shipments, and delivery of effects from continuous storage. Effects being delivered from storage should be noted on the report as "loose-packed storage out" or "export packed storage out".

6. Weekly Report of Shipments Being Held

The Tender Service Provider shall furnish a "Weekly Report of Shipments Being Held". This report shall list all shipments that exceeds the employee's weight allowance and are pending resolution of the overweight difference, shipments being held pending arrival of additional items from any source or for any other reason(s).

7. Monthly Claims Status Report

The Tender Service Provider shall furnish a "Monthly Claims Status Report" which shall list all claims (involving government shipments) against the Tender Service Provider which are unsettled and the current status of each. The report should also list all claims that have been settled in the previous 30 day period.

C.1. Inventory

1. General Requirements

In conjunction with the owner or his representative, the Tender Service Provider shall prepare, in triplicate, an inventory list/Vehicle Condition Report of all articles received. The Tender Service Provider shall record in the inventory (not applicable to the contents of pieces of furniture or containers of any type) any defects of the goods received. The inventory shall list the articles of furniture, and words such as "Household Goods" or other general descriptive terms shall not be used. Special care shall be exercised to ensure that the inventory reflects the true condition of the property. General terms such as "marred," "scratched," "soiled," "worn," "gouged," and the like shall be avoided unless they are supplemented with a detailed statement describing the degree and location of the exception. Inventory description of weapons must include make, model and serial number.

Packed By Owner

The Transportation Service Providers must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown."

Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery.

2. Exceptions

All exceptions as to the condition of the goods listed on the inventory/Vehicle Condition Report must be brought to the attention of the owner or his representative before the goods are received by the Tender Service Provider. The inventory must be signed by the representative of the Tender Service Provider and the owner or his representative, both certifying to the correctness of the inventory.

3. Inventory Forms/Vehicle Condition Report

Inventory forms shall specify the name of the owner of the effects, the date the inventory is prepared, the shipment number, the name of the Tender Service Provider, the container number, and an explanation of the condition symbols used. For POV's the Vehicle Condition Report shall include the above information and the vehicle make, year, model, color, VIN, license plate number, and odometer reading. The legible copy of the inventories will be given to the owner or his representative and one legible original of the inventories will be retained by the Tender Service Provider. Care in the preparation of the initial inventory will assist in protecting the owner of the property and the Tender Service Provider in the event of loss and/or damage. When there are two (2) or more shipments, each shipment must have a separate inventory. Any items which are 'free flow' items should be noted as such on the inventory form. If access and segregation and/or partial removal is performed on the export shipment, the items on the inventory will be lined through.

The third legible copy of the export inventory should be forwarded to the US Embassy Shipping Section.

4. Marking Requirements

All cartons and wrapped items must be marked in general terms as to contents, and this general identification of contents must be indicated in the inventory. Each piece must be identified with an inventory number, shipment number, and full name of employee including middle initial if known. A record (i.e., packing list) must be made (at time of loading) for each shipping container listing the contents of each container by inventory number.

D.1. Requirements For Storage Area and Storage Methods

1. General

Household and personal effects shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids, maintaining a minimum of at least 5.08 centimeters (2") clearance from the floor to the bottom most portion of the stored effects. Property shall not be stored in contact with exterior or interior walls.

2. Storage Area

a. All storage provided, either for POV's, export-packed or loose-packed household and personal effects, must be inside storage in buildings and areas therein which are acceptable to and approved by the Department of State.

b. Areas assigned for preparation and storage of POV's, household and personal effects shall be such as to prevent pilferage or damage by sunlight, water or fire. POV's, Household and personal effects shall be stored in areas that are dry, well ventilated, so as not to allow the occurrence of mildew or other dampness related fungi; clean, free from dust, vermin and rodents, have adequate fire protection, and accessible for quarterly or random inspections.

c. Aisles, driveways and entrances shall be kept free of storage and equipment not being currently handled or operated.

d. Waste or refuse shall be removed from storage areas or kept in metal containers with tight-fitting metal lids.

E.1. Procedures During Pickup of POV

1. Tender Service Providers are required to truck the vehicle under their supervision and liabilities.

2. Tender Service Providers are not required to pick up vehicles that are mechanically unsafe to operate or vehicles that are not fully assembled (such as restoration projects).

3. Tender Service Provider should receive a letter of authorization from the employee if he/she has designated another person to act as their representative.

4. Tender Service Providers will conduct a detailed inspection and complete a condition report inspection at time of vehicle acceptance. This report/inspection will record, in detail, the condition of the vehicle. This report should be conducted in conjunction with the employee or the employee's designated representative. The odometer reading should also be recorded. The employee will be given a copy of the condition report.

5. Ensure no personal items remain in vehicle. The vehicle cannot be used by the employee to store HHE. Items associated with the vehicle may remain such as a small tool box, spare tire, jacks, tire irons, first aid kit, jumper cables, warning triangles, trouble lights, fire extinguisher or baby seats.

6. Ensure employee has turned off any alarm systems.

7. All radio antennae should be removed and placed in the trunk.

8. Ensure a complete set of keys are received from the employee to include gas caps and wheel locks.

9. Any removable electronics equipment such as DVD players should be locked in the trunk.

E.2. Facilities

1. General

The Tender Service Provider shall furnish the US Embassy full information concerning any additional facilities he acquires by lease, purchase, or otherwise, prior to utilization by him for performance of any service under this Tender. The facility must be inspected and approved by the Department of State prior to use.

2. Changes in Ownership/Lease

The Tender Service Provider shall furnish the Department advance notification (60 days prior to the effective date) of any disposition or the change in ownership or terms of lease of any facilities utilized by him for performance of any service under this Tender.

3. Structural and Cleanliness Requirement

Facilities used for the performance of services under this Tender shall be approved by the US Embassy. Facilities shall be well constructed with watertight roofs, walls and floors, and shall be maintained in good condition. The building must be kept dry, clean, well ventilated, free of dampness (so to prevent the occurrence of mildew or other dampness related fungi), free of moths, roaches, rats, mice and other vermin, and must be kept in an orderly condition at all times.

4. Fire Prevention/Fire Control Plan Requirements

A definite fire prevention and control plan shall be posted and maintained in each building and the necessary fire extinguishers and/or approved type of fire fighting apparatus shall be available and in good working order at all times.

5. Security Alarm Requirements

Adequate security must be provided all U.S. Government property stored in any facility approved under this Tender. Access to the storage facility must be controlled. Detection systems, Security Guard, adequate locking devices, exterior and interior lighting.

6. Construction /Carpenters Facilities

Each building used for storage under this Tender shall have a covered loading dock to protect shipments from weather during loading/unloading. Facility shall be well lit with sufficient illumination to allow for easy access and identification of effects maintained therein.

7. Ventilation

Facility shall have adequate ventilation and must be provided to all U.S. Government property stored in any facility approved under this Tender. Humidity controlled devices, louvers, and commercial ventilation fans must be installed and maintained in operating condition.

G.1. Area Covered

All Tender Service Providers must maintain all warehouse facilities in Ouagadougou area 15.50 miles or 25 Kilometers radius of Place de la Nation in front of the central Bank, BCEAO. Additionally, Tender Service Providers must be able to render all services required by this Tender beyond this radius. Services outside this 15.50 miles or 25 kilometers limit will be governed by extra cost per kilometer, and will be serviced under Tender provisions contained herein if the US Embassy determines that it is advantageous.

H.1. Services included in rate

- 1) Packing, including use of packing containers and materials from origin to destination, and unpacking. Residence Delivery for HHE, CNS and UAB including unpacking and removal of debris on the day of delivery. Shipping containers and packing materials furnished by the Transportation Service Providers will remain the property of the Transportation Service Providers. All lift vans must be of new wood and in compliance with the ISPM#15 Standard;
- 2) Servicing of appliances, except third party service;
- 3) Removal and placement of each article in the residence/warehouse or other building;
- 4) All long carry charges at origin;
- 5) All long carry charges at destination;
- 6) All stair carries;
- 7) Elevator charges also referred to as Inside Lift. An elevator or lift is defined as part of the permanent structure of the building;
- 8) All charges associated with heavy or bulky items, to include piano/organ;
- 9) All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier;
- 10) The first 30 Days of Storage In Transit and all associated Storage In Transit charges are inclusive of the filed rates. This includes all charges associated with pickup/delivery and warehouse related charges. Storage In Transit at origin for POVs is ONLY permitted when Post reports Diplomatic Accreditation will be delayed at destination pending custom clearance.

I.1. Services Not Authorized

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the carrier or their agents.

J. 1. Released Valuation Liability

The Transportation Service Provider must offer replacement or repair value for damaged or lost items or; in case of total loss, at a base value of \$8.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

K.1. Rated Line Items:

A3a HHE: Packing of Household effects as outlined in section A.3
Rate per 45 kilos **NET** weight _____

A3b UAB: Packing of Unaccompanied Airfreight as outlined in section A.3
Rate per 45 kilos **GROSS** weight _____

A4a: Pick up of Household Effects (HHE) and Freight All Kinds (FAK)
from the airport
Rate per CuM: _____

A4b: Pick up of Household Effects (HHE) and Freight All Kinds (FAK)
from the Truck station
Rate per CuM: _____
Rate per 20ft Container: _____
Rate per 40ft Container: _____

A4c: Pick up of Household Effects (HHE) and Freight All Kinds (FAK)
from the Train station
Rate per CuM: _____
Rate per 20ft Container: _____
Rate per 40ft Container: _____

A5: Pick up of Unaccompanied Baggage from the airport in as outlined
in section A.5
Rate per 45 kilos **GROSS** weight _____

A6a: Delivery and unpacking of Inbound Household Effects as outlined in
section A.6
Rate per 45 kilos **Net** weight _____

A6b: Delivery and unpacking of Inbound Unaccompanied Air Baggage as
outlined in section A.6
Rate per 45 kilos **Gross** weight _____